

NOTE: This needs to be on unit letterhead

February 16, 2011

SUBJECT: Request for Issuance of DS-2019

TO: Valdis Mezainis, Director
Forest Service, International Programs (FSIP)

THROUGH: Jeff Hayes, Director
ARS Homeland Security

W. H. Blackburn
Area Director

FROM: (Host Scientist)

The memorandum is to request U. S. Forest Service (USFS), International Programs, assistance in providing the following services related to (foreign visitor's name) visit to the (insert unit name and location) for the period from (leave blank; Homeland Security will insert period of time once clearance is obtained and we have a better idea) to (insert ending date).

We are requesting the following services:

- 1) DS-2019 – Required for J-1 visa
- 2) Health Insurance (\$57 x # of months of stay)
- 3) Overhead (USFS-IP – 15%)

TOTAL:

Please use accounting code (insert accounting code information) to cover the services and costs show above.

Please use Fed Ex accounting code (insert your Fed Ex account number) for priority Fed Ex services **for mailing of the DS-2019 to the foreign national.** Mailing information is as follows:

Insert Mailing Address and phone number for foreign national

Attachments

Cc: Jim Quaratino
Kathi White